



## Swim England Child Safeguarding Policy Statement

**Borough of Barnsley Swimming Club** is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

### In order to achieve this, the organisation agrees to:

- Adopt and implement the policies and procedures in Wavepower in full.
- Recognise that all children participating in the organisation (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
- Ensure that all individuals who work with children in the organisation, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- Appoint a welfare officer with the necessary skills and training as outlined by Swim England who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the welfare officer's name and contact details are known to all staff, members and parents of members.
- Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.
- Ensure that all individuals who will be working or will work with children in the organisation have been recruited in accordance with the Swim England Safe Recruitment Policy.
- Ensure that all individuals who work with children in the organisation have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
- Provide all members of the organisation and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- Ensure all papers relating to child safeguarding matters are held in a safe and secure manner



**Medical Information Form**

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please delete 'Yes' or 'No' as appropriate and complete further details as necessary.

<b>Name of member</b>	<b>Date of birth</b>

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to carry out normal daily activities.

<b>Do you consider this child to have an impairment?</b>	Yes	No
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If yes, what is the nature of their disability? Please circle

Visual impairment      Learning disability      Physical disability      Multiple disability  
Hearing impairment      Other (please specify)

**Medical information**

Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.

**Name of child's doctor and surgery**

<b>Doctor's phone number</b>	
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I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of the Amateur Swimming Association or Swim England.

Signed (parent/carer): \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



## Child Photography Parental Consent Form

Note: this form must be read and completed after reading the Swim England /Borough of Barnsley Swimming Club/BPL Photography Guidance.

The organisation may wish to take photographs of individual and/ or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs will be taken and published in line with the Swim England Photography Guidance. The organisation requires parental consent to take and use all photographs. Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of \_\_\_\_\_ please complete the form below in respect of your child or children. Please note you can withdraw your consent in writing to the welfare officer at any time should you wish to.

- Take photographs to use on the organisation's secure website: Consent given/Consent refused\*
- Take photographs to use on the club's social networking sites: Consent given/Consent refused\*
- Take photographs to include with newspaper articles: Consent given/Consent refused\*
- Take photographs to use on the organisation's notice boards: Consent given/Consent refused\*
- Filming for training purposes only: Consent given/Consent refused\*
- Employ a professional photographer (approved by the organisation) who will take photographs in competitions/galas/meets/events: Consent given/Consent refused\*

\*Delete as appropriate.

Signed (parent/carer): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_



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## Child Photography Refusal of Consent Form

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

I refuse permission for the taking and/or publication of any images of my child by the organisation's appointed photographer(s) in respect of(activity).

Signed (parent/carer): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_



**Code of Conduct for Children Swimmers Name** \_\_\_\_\_

**As a member of our club, we understand you have the right to:**

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something is not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

**As a member of our club or activity we expect you to:**

**Essentials**

- Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.
- Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- Bring the right kit to training and competitions.
- Follow the rules of the club, squad or activity at all times.
- Respect the privacy of others especially in the changing rooms.

**General behaviour**

- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Get involved in club decisions, it's your sport too.



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## Training

- I will treat my coach and fellow members with respect.
- I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
- I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
- I understand that if I arrive late, I must report to my coach before entering the pool.
- I will ensure that I have all my equipment with me, e.g. paddles, kick boards, hats, goggles, etc.
- If I need to leave the pool for any reason during training, I will inform my coach before doing so.
- I will always listen to what my coach is telling me and obey any instructions given.
- I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
- I will not stop and stand in the lane or obstruct others from completing their training.
- I will not pull on the ropes as this may injure other members.
- I will not skip lengths or sets – to do so means I would only be cheating myself.
- I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
- If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

## Competitions

- At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my teammates and the members of all competing organisations.
- I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
- I understand that I must wear appropriate swimwear, tracksuits, T-shirts/shorts, and hats as per the rules laid down by the organisation.
- I will report to my coach and/or team manager on arrival on poolside.
- I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
- I will be part of the team. This means I will stay with the team on poolside.
- If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
- After my race, I will report to my coach for feedback.
- I will support my teammates. Everyone likes to be supported and they will be supporting me in return.
- I will swim down after the race if possible, as advised by my coach.
- My behaviour in the swim down facility must always be appropriate and respectful to other users.
- I will never leave an event until either the gala is complete, or I have the explicit agreement of the coach or team manager.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.**

Signature of the child \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_



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## Code of Conduct for parents/Guardians

Swimmers Name \_\_\_\_\_

### As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

### As a parent/guardian of a club member we expect you to:

#### Essentials

- Make sure your child has the right kit for training and competitions as well as enough food and drink.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Inform us if you're running late to collect your child or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach or teacher.
- Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Not enter poolside or interrupt training or competitions unless in an emergency situation.

### You have a right to:

- Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with Swim England /organisation rules and regulations.

### ***Details of how to do this can be obtained from the welfare officer.***

- Make a complaint on behalf of your child to the Swim England Office of Judicial Administration.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.**

Parent/Guardian signature: \_\_\_\_\_

Additional accompanying person signatures: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name(s): \_\_\_\_\_

## Code of Conduct for coaches and teachers

Written in conjunction with Swim EnglandWavepower2020-2023



**As a coach or teacher, we understand you have the right to:**

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

**As a coach or teacher at the club we expect you to:**

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate)





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to resolve any concerns.

- Treat all personal information about children or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

**Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.**

Signature of the coach/teacher \_\_\_\_\_

Printed name \_\_\_\_\_

Position in the club \_\_\_\_\_

Date \_\_\_\_\_



## Code of Conduct for committee members, officials and volunteers

### As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

### As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

**Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.**

Signature of the volunteer \_\_\_\_\_

Printed name \_\_\_\_\_

Position in the club \_\_\_\_\_

Date \_\_\_\_\_